Your forms will all be available under your user account, letting you access them, view them, add attachments to them, and edit them.

Online Forms provides the ability to save your forms, edit them as desired prior to submission, then submit them in batches as a single transaction which will drastically reduce the number of transactions for the majority of Online Forms users.

Online Forms receipts itemize all of the forms submitted during a transaction allowing you to easily keep track of all the forms you submit.

A separate link is provided in transaction emails to each submitted form in addition to a link to the itemized receipt.

This documentation provides information on the features and use of the new Nevada Division of Water Resources Online Forms site.

If you require any additional information, please contact the Nevada Division of Water Resources at 775-684-2800 between the hours of 8 am and 5 pm, Monday through Friday.
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How To Create a User Account

To support the ability to save forms and submit them in batches, you must first create a user account.

After its creation you will use your username and password to log into the new Online Forms site (see Figure 1). You need to retain your user name and password for future logins.

All forms created will be linked to a single user account. You cannot link forms to multiple users.

When you first come to the Online Forms site, the login dialog provides you links to create your account as well as retrieve a lost password.

To create a user account,

1. Click the Create Account link. You will be taken to the Create Account page (see Figure 2).

2. Enter your username
3. Enter and confirm a password

4. Select a security question

5. Enter a response to the security question

6. Enter a First Name

7. Enter a Last Name

8. Enter a Phone Number (Optional)
9. Click the Create button to create the account. You will be returned to the Login dialog.

10. Click the Create button and you will be returned to the login dialog.

11. Enter your user name and password to continue to the Online Forms home page.

Note that you can manage your account information after you login by clicking on the navigation bar option.
How To Reset a Password

If you lose your password, the Forgot Password link on the Login dialog provides a way to retrieve a new password and continue a login.

1. Follow the steps in the Password Recovery dialog (see Figure 3) by entering the username and clicking the Next button.

   ![Password Recovery](Image)

   Figure 3

2. Enter the answer for your security question (see Figure 4), and click Next.
3. After all the steps, you will be notified that a new password has been sent to your email address (see Figure 5).

Note that the system will send the new password to the email associated with your username when the account was created.

4. Click the Return to Login Page button to return to the login dialog.
How To Submit a new Extension Form

Submitting a new Extension Form usually begins at the Home page.

Sometimes you might want to take advantage of the Duplicate Form functionality to create a new form.

In either case, submissions can be done for a single form exactly how it was done in the original version of Online Forms, or you can submit multiple forms in a single transaction.

After reading this section, you can find more in the section called **What Is Home**.

This proceeds though the forms list on the Home page and through its submission functionality (the same as was available in the original Online Forms site).

For information on how to submit multiple forms, see the section called **How To Use My Pending Forms**.

1. Go to the **Home** page and select your desired form and click its link. You will be taken to the entry form (see Figure 6).
Welcome to the Division of Water Resources online form submittal platform. At this time, the Division can accept the forms listed below and receive credit card payment through this system. To start a new form, click on one of the form links listed below. If you would like to review previous forms, click on the Dashboard link at the top of the page. To copy the information from a previous form, click on the Duplicate Form link at the top of the page. If you have any questions on how to use this platform, please contact our office at (775) 684-2800.

Extension of Time Forms

Proof Of Completion Extension Form
  Extension of Time for Filing Proof of Completion of Work

Proof of Beneficial Use Extension Forms
  Extension of Time for Filing Proof of Beneficial Use - Irrigation
  Extension of Time for Filing Proof of Beneficial Use - Mining, Milling, Dewatering or Power
  Extension of Time for Filing Proof of Beneficial Use - Municipal or Quasi-Municipal
  Extension of Time for Filing Proof of Beneficial Use - Stockwatering or Wildlife
  Extension of Time for Filing Proof of Beneficial Use - Commercial, Industrial, Domestic, Recreation or Other Uses

Forfeiture Extension Forms
  Application for Extension of Time to Prevent a Forfeiture for Irrigation
  Application for Extension of Time to Prevent a Forfeiture for Mining and Milling
  Application for Extension of Time to Prevent a Forfeiture for All Other Uses

Figure 6

2. Fill in the presented form.
3. The final section for each entry form requires checking the certification checkbox, filling out the address information, and providing and confirming an email address that the Online Forms system will send your completed form(s) and receipt.
4. After filling in the form, you can Save the form and continue with the transaction by clicking the **Save and Continue** button.

The Save and Continue button option runs all validation for the form and allows you to submit the form in a transaction.

If you select the **Save** button when saving a form, it will be saved but the validation run on the form is minimal.

Also when the **Save** button is clicked, checking the certification checkbox is not required. Therefore a saved form cannot be submitted until the Save and Continue button has been clicked.

However, saving a form will allow a user to work on a form over time as you can reload any saved, unsubmitted form from the My Pending Forms section of the Online Forms site any number of times.
How to View Submitted Forms

Submitted forms are those that have been created and included in a transaction. There are multiple ways to view submitted forms, and to utilize them for new form submissions. They include:

1. My Completed Forms which provides a listing of all your submitted forms (see Figure 9). For more information see the section called How To Use My Completed Forms.

![Completed and submitted forms](image-url)
2. Duplicate Form which allows re-loading of existing forms to create new forms (see Figure 10). For more information see the section called **How To Use Duplicate Form**.
3. Dashboard which allows you to search for a form you’ve submitted by filter criteria (see Figure 11). For more information see the section called **How To Use Dashboard**.

![Dashboard](image-url)

**Figure 11**
How To Use My Pending Forms

All forms which have been saved but not submitted in a transaction can be accessed under the My Pending Forms Navigation bar option. Forms that have been saved using the Save and Continue can be included in a transaction as that action runs all the validation on a form checking as much as is possible, a forms readiness for submission.

Figure 12 shows two rows, each representing a form in the My Pending Forms section of Online Forms. Note that the first row does not have a checkbox. This is an example of a form that has been saved using the Save button, but has not had the full validation run with a Save and Continue.

The Edit option associated with the first row will reload the entry form for editing, at which time you can fill in any missing information. Any time you want to run the Save and Continue, you must check the certification checkbox, ensure all address and email information is entered and click the Save and Continue button to complete a form for a transaction.

The second row is available for a transaction and has been checked. All forms that have been completed using the Save and Continue, will appear with checkboxes so that you can include the form in a submission transaction.

Only forms whose rows have been checked will be included in a transaction initiated from the My Pending Forms section of Online Forms.
How to Submit a Transaction

There are two categories of transaction submissions

1. Single form transaction

2. Multi-form transaction

A single form transaction is created by

1. Opening a form from the Home page

2. Completing the form entry

3. Clicking the Save and Continue button on the completed entry form. You will be taken to the Attachments page.

4. If the form requires attachments, add them in the Attachments section. See the section in this documentation called Attachments.

5. From the Attachments section click the then click the button to begin the transaction submission process.
What Are Online Forms Transaction Types

The Payment confirmation page allows you to select the payment type of either Credit Card or eCheck. Also displayed are the number of forms you are submitting and the Subtotal cost (see Figure 13).

Figure 13
How to Submit a Credit Card Transaction

1. To Submit a credit card transaction click the dialog informing you of potential credit processing charges will appear (see Figure 14).

2. Click the dialog’s Continue button. You will be taken to the Cybersource credit card processing web site (see Figure 15). The first page presented is the Billing Information for your transaction.

3. Fill in the Billing Information, and click the Next button. You will be presented with the Payment Details page (see Figure 16).

4. Fill in the Payment Details page, then click the Next button. You will be presented with the Review Your Order page.

5. Click the Pay button, and your transaction will be processed. When the transaction is complete you will be presented with the Online Forms Receipt page (see Figure 17).

Note that after you have completed the Cybersource credit card transaction dialogs and submitted the transaction, you will be returned to the Online Forms site and a receipt will be displayed.

The Credit Card submission process will calculate and include a 3.25% charge (see Figure 17).
Figure 15
Figure 16

Figure 17
How to Submit an eCheck Transaction

1. To submit an eCheck (Pay By Check) transaction, click the button. You are taken to the Pay By Check page (see Figure 18).

![Pay By Check Interface](image)

2. Fill in the required information, including valid bank account routing and account numbers, then click the button to submit the transaction.

3. Your transaction will be processed. When the transaction is complete you will be presented with the Online Forms Receipt page (see Figure 17).
How To Use Navigation

Online Forms allows you to navigate to the different sections of the application using the Navigation bar (see Figure 19).

The sections include

1. Home
2. Dashboard
3. Duplicate Form
4. My Pending Forms
5. My Completed Forms
6. Water.nv.gov

![Navigation bar](image)

Figure 19

Note that the Navigation bar option that will take you to the Nevada Division of Water Resource’s public web site at [www.water.nv.gov](http://www.water.nv.gov), is Water.nv.gov

Access to this document is available on a link under the Help Navigation bar option as well as the Login dialog.
How To Use Attachments

If you choose the Save and Continue option on any form (selected from Home), you will be provided the option to add attachments for a form (see Figure 20).

You can also reach this page from the My Pending Forms page for any form in its form list by clicking a form row’s Attachments button (see Figure 12).

The types of files you can add as attachments are listed on this page. To add an attachment for a form

1. Click the Choose File button.
2. Locate a file using the file explorer (see Figure 21). Select the file and click Open. You will be returned to the Attachments page (see Figure 20) and will see the filename of the selected file next to the Choose File button.

3. Click the **Upload Selected File** button. After a moment you will see an icon associated with the file in the files grid (see Figure 22).
As shown in Figure 20 and 22, the uploaded file(s) will appear in the available grid. An example is shown above. The selected and uploaded file(s) will be associated with the form and will be considered part of a form submission.

Figure 22 shows the Attachments page which is associated with My Pending Forms. The button allows you to return to the My Pending Forms page.

Figure 23 shows the Attachments page presented when you click the Save and Continue button for a form selected from Home. If you click the button, you are also returned to the My Pending Forms page because it will not automatically return you to an entry form.
In addition to viewing attachments associated with saved forms from the My Pending Forms page using the Attachments feature, you can also view attachments associated with a saved and submitted form using the Dashboard. For more information see How To Use Dashboard.
How To Use Dashboard

The dashboard provides options to find forms that have been submitted based on filtering information (see Figure 24).

To search in Dashboard for an existing, previously submitted form

1. Select the filtering criteria from the Filter dropdown list (see Figure 24). A textbox will appear (see Figure 25).

Figure 24

Figure 25
2. Enter the filtering data into the available textbox (see Figure 25).

3. Click the **Submit** button.

4. After a few moments any rows that meet the search criteria will be displayed in the available grid (see Figure 26).

5. Nothing appears in the grid if no records are found.
How To View Attachments in Dashboard

After initiating a search in the Dashboard, records that are found for search criteria will appear in a grid on the page. Each row in the grid represents a submitted form, and each form can be associated with attachments, such as jpg, tiff and pdf files.

A row for a form that has attachments will appear blue as shown in Figure 27.

To view the attachments associated with a form

1. Click the > on the left side of the row. The row will open up and a grid listing the attachments will appear (see Figure 28).
Note that to the right of the grid, is a display panel. This panel is a secondary way to view an attachment filed described later.

2. To view an attachment file, click the row displaying the name of the attachment, or click the View button in the row. The file should display in a separate page in your browser (see Figure 29).
3. If you close the page containing the attachment image, image files should be displayed in the display panel to the right of the grid (see Figure 30) mentioned previously. PDF files will not be displayed in the display panel, however they will be displayed in a browser page.
Select filtering to find application(s) you want. Enter the exact information in text box (if available), then click the Submit button (if visible).

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Signing Person</th>
<th>Permit</th>
<th>Claim</th>
<th>Current Owner</th>
<th>Email</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal</td>
<td>Clifford Robinson</td>
<td>11244</td>
<td>Cliff, Joe, John</td>
<td></td>
<td></td>
<td>06/10</td>
</tr>
<tr>
<td>Application for extension of time for filing proof of beneficial use manner of use: Mining, Hilting, Dewatering or Power</td>
<td>Clifford Robinson</td>
<td>11243</td>
<td>Cliff, Joe, John</td>
<td></td>
<td></td>
<td>05/31</td>
</tr>
<tr>
<td>Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal</td>
<td>Clifford Robinson</td>
<td>11244</td>
<td>Cliff, Joe, John</td>
<td></td>
<td></td>
<td>05/10</td>
</tr>
<tr>
<td>Application for extension of time for filing proof of beneficial use manner of use: and Cultural</td>
<td>Clifford Robinson</td>
<td>11240</td>
<td>Cliff, Joe</td>
<td></td>
<td></td>
<td>05/21</td>
</tr>
<tr>
<td>Application for extension of time for filing proof of completion of work</td>
<td>Clifford Robinson</td>
<td>11223</td>
<td>Cliff, Joe</td>
<td></td>
<td></td>
<td>03/21</td>
</tr>
</tbody>
</table>

Figure 30
How To Use Duplicate Form

The Duplicate Form functionality allows the selection of a previously submitted form, to reload the selected form for editing, then save it as a new form. Any form reloaded has all information associated with the previous form, except information considered specific to the new form i.e. submitter, permit number. When a duplicated form is saved, it creates a new form with all the edits performed.

To create a new form from an existing form through the Duplicate Form feature (see How To Use Duplicate Form).

1. Filter the submitted forms (see Figure 31)

2. Enter the email address, and the signatory information from the form’s submittal information. It must match a forms email and signatory.

![Duplicate Form](image)

Figure 31
3. Click the **Submit** button

4. Click on the row of the form you want to duplicate (see Figure 32). The entry form, populated with its previous information (absent permit number, claim number, email and address information) (see Figure 33).

![Figure 32](image)

![Figure 33](image)
Or you can filter for a form with a specific permit number by

5. **Filter the submitted forms** (see Figure 34)

6. Enter the email address, and the signatory information from the form’s submittal information. It must match a forms email and signatory.

7. Entering the permit number

![Image of the State of Nevada Division of Water Resources website](image)

**Figure 34**

8. **Clicking** [Submit] the button

9. Click on the row of the form you want to duplicate (see Figure 32). The entry form, populated with its previous information (absent permit number, claim number, email and address information) (see Figure 33).
How To Use My Completed Forms

This section permits you to review all your submitted forms and provides some basic information associated with the form. Each grid row represents a separate form. It also allows you to bring up the submitted form as a PDF.

To view a form's pdf associated with submitted and committed form

1. Find the grid row associated with the form you wish to view.

2. Click the View button of the row. The PDF will be displayed.
How To Manage Your Account

This section permits you to manage and/or alter your account settings. There are three sections of information you can update, including your password, your security question and answer and general information including email address, first and last name and phone number.

![Change Password]

![Change Security Question]

![General Information]

Figure 36
How To Change Your Password

To change your existing password

Select the Account Navigation bar option. The account management page will appear (see Figure 36).

![Change Password](image)

**Figure 37**

1. Enter your new password in the Current Password field.

2. Enter a new password in the New Password field. Passwords must be at least 8 characters long and have at least 1 special character, 1 upper case letter, 1 lower case letter, and 1 number.

3. Click the ![Save Password](image) button
How To Change Your Security Question

To change your existing security question

Select the Account Navigation bar option. The account management page will appear (see Figure 36).

1. Select a new security question from the available list (see Figure 38).

2. Enter the answer in the Security Answer field

3. Enter your password in the Enter your Password field

4. Click the Save Security Question button

Figure 38
How To Change Your General Information

To change your general information. You can change one or more of the following:

1. Email address associated with your account. This is the email address to which a new password is sent, if needed (required)

2. First Name (required)

3. Last Name (required)

4. Phone Number (optional)

Select the Account Navigation bar option. The account management page will appear (see Figure 36).

1. Enter new information in the available field(s) (see Figure 39).

2. Click the button (see Figure 39).
What Is Home

If you have used Online Forms before, this page should be familiar. As with the previous version of Online Forms, you start here for each form you want to submit and/or save (see Figure 40).

Online Forms allows you to save your forms for later completion and later submission. Saved forms can be accessed by clicking My Pending Forms on the Navigation bar (see Figure 41).

This section is discussed in How To Use My Pending Forms.
Select a form from the Home page, you will be brought to the form’s entry page. If you want to save a form for later completion you must enter some preliminary information at the top of the entry form.

The required entry form information will usually include who is submitting the form, a Permittee/Agent checkbox selection and the permit number (see Figure 42). Some forms will require additional information before it can be saved.

2. Click the Save button at the bottom of the entry form (see Figure 42).
Note that if you wish, you can submit forms one at a time, as done in the prior version of Online Forms. Step to perform this type of submission include

1. Fill out the form, then click the **Save and Continue** button. You will be taken to the Attachments page (see Figure 20).
2. Add any attachments (see section called How To Use Attachments)

3. Click the button. You will be taken to the Payment Confirmation page (see Figure 43).

4. Click the button associated with the type of transaction you would like to submit. For further information see the section called How to Submit a Credit Card Transaction or How to Submit an eCheck Transaction.

![Payment Confirmation](image)

Note that if you Save the form, or if you click the Save and Continue and decide not to submit it, it will be available for you to edit or submit under the My Pending Forms Navigation bar option.
What the Receipt Page Looks Like

When a transaction is submitted and completed successfully a receipt page will be displayed (see Figure 44). The receipt for Online Forms has a different format that includes a listing of all forms submitted. You can print this form if you wish by clicking the printer.

Note that you will receive an email with a PDF receipt as well as links to your submitted forms.
What the Receipt Email Looks Like

The receipt email is sent to the email address you entered and confirmed in your form(s). The email will contain links to each of the submitted forms as well as a link to a receipt in PDF format.

An example of the email is shown below in Figure 45.

![Receipt Email Example](image)

Thank you for submitting your form(s). A link to your submittal(s) and receipt is included below. Your submittal will be reviewed in the order in which it has been received. If you have any questions, please call us at 775-684-2800 between the hours of 8:00 am and 5:00 pm, Monday through Friday. A link to your submittal(s) and receipt is/are included below and will be reviewed in the order received.

**Extension of Time Form 11243**
**Extension of Time Form 11242**
**Payment Receipt**

Nevada Division of Water Resources  
901 S. Stewart St., Suite 2002  
Carson City, NV 89701  
Office Phone: 775-684-2800  
Office Fax: 775-684-2811  
Office Hours: Mon-Fri 8:00 am - 5:00 pm

*This is a system generated email. Please do not reply. If you have any questions, please call us at 775-684-2800.*
What the Receipt PDF Looks Like

The following (Figure 46) is an example PDF format receipt. The receipt link in your receipt email should render it in your browser, or provide a way to download it to your computer.

Figure 46